

10 June 1996

Operations

USAFA COMMAND AND CONTROL (C2)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AAFP 10-2, *Readiness*, and references AFI 10-207, *Command Posts*. It identifies responsibilities and procedures for notification of significant events or incidents, pyramid notification of military and civilian personnel, and outlines operations of the USAFA Command Post (10 ABW/CP) referred to as *CP* and the USAFA Crisis Action Team, referred to as *CAT*.

SUMMARY OF REVISIONS

Changes and clarifies procedures to be used in Wing/Base pyramid notification procedures; clarifies distribution requirements for Base, Wing, and Tenant agencies; revises pyramid notification terminology; revises command and control (C2) terminology; establishes unit standby memorandum format; changes Recall Roster terminology; refines Communications-Outage recall/notification procedures; refines CAT member responsibilities; defines CP information requirements from external agencies.

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1. Event or Incident Notification:

1.1. CP. The focal point for all C2 activities on USAFA and is responsible for notifying responding agencies, Senior Staff, and higher headquarters of operational events or incidents. [Attachment 1](#) refers to terminology used within this instruction.

1.2. Control Center Notification. The following 24-hour control centers will notify CP upon response to any significant event or incident outlined in [Attachment 2](#).

- Academy Police Desk (10 SPS/SPO)
- Academy Fire Dispatch (510 CES/CEF/Station 3)
- 34th Training Wing Operations Center (34 TRW/OC)

1.3. Notification Procedures and Responsibilities:

1.3.1. Duty-Hour Notifications. CP is the primary notification center from 0700-1600, Monday through Friday.

1.3.2. [Attachment 3](#) and [Attachment 4](#) outline the flow of information from CP to Wing, Base, and Tenant agencies should notification be warranted. The diagrams show how information is transmitted for:

- Recall of military/civilian personnel.
- Natural/manmade incidents/accidents affecting the Academy.

- Other time-sensitive notifications as directed by the Superintendent or Commander, 10th Air Base Wing.

1.3.3. After Duty-Hour Notifications. 10 SPS/SPO is the after duty hours point of contact when CP is not operational. Upon notification of an event or incident outlined in attachment 2, 10 SPS/SPO will contact the on-call CP controller.

1.3.4. Stand-by Memorandums. All USAFA Organizations will provide a copy to CP, Security Police Operations (10 SPS/SPOL), Telephone Switchboard (10 CS/SCMT), and other agencies deemed necessary by the organizations. These memorandums will be used in notifying affected organizations of events or incidents related to them. Memorandums are to be updated biannually during *January* and *July* or when changes occur. Attachment 5 shows the format of the memorandum. Memorandums not received in the correct format will be returned to the originator for correction.

2. Pyramid Notification System:

2.1. Pyramid Notification. Used to notify military and civilian personnel during significant events or incidents:

- Natural/Manmade disasters
- Major accidents
- National defense emergencies
- Direction of the Senior Staff
- Exercises

2.2. Duty/Non-Duty Hour Notification Procedures. Implemented as directed by the Senior Staff. All Wing and Base agencies will comply with pyramid notification messages. [Attachment 6](#) outlines Pyramid Notification Messages. CP will initiate pyramid notification using [Attachment 3](#) and [Attachment 4](#). Once an organization is contacted through the pyramid notification system, organizations will activate organizational recall procedures.

2.2.1. Reference hour (R-Hour) is determined by the Senior Staff.

2.2.2. Civilian personnel will be contacted but will not report during *exercise* recall unless otherwise directed.

2.3. Communications-Outage (COMM-OUT) Pyramid Notification. CP will implement notification through the 10 SPS/SPO. 10 SPS/SPO will contact onbase personnel identified on organizational recall rosters who will in-turn implement COMM-OUT notification procedures for his or her organization. Organizational recall rosters must clearly identify personnel who must be notified when Comm-Out procedures are implemented.

2.4. Uniform Requirements. Off-duty military personnel will report in battle dress uniform in response to Wing or Base recall.

2.5. Pyramid Notification Responsibilities:

2.5.1. 10 SPS/SPO will dispatch patrols to notify personnel in the enlisted dormitories. When notified of a COMM-OUT after duty hours, patrols will be dispatched to onbase quarters of personnel identified on organizational recall rosters to activate pyramid notifications.

2.5.2. The Commander, 10th Mission Support Squadron, will activate the Personnel Readiness Center (PRC). The PRC will:

2.5.2.1. Notify units to start unit Strength Reporting and Personnel Accounting Procedures.

2.5.2.2. When directed by the CAT, notify units to recall personnel on leave or TDY by telephone and prepare recall log.

2.5.2.3. Maintain current unit-assigned figures availability upon CAT request.

2.5.2.4. Ensure receipt of organizational reports within established time criteria, consolidate reports, and relay figures to the 10th Mission Support Squadron CAT representative.

2.6. Unit Strength Reporting and Personnel Accounting Procedures:

2.6.1. Personnel Accounting Procedures. Personnel accounting procedures will begin at R-Hour. This determines when personnel strength reports are required by the PRC and CAT (attachment 7).

2.6.2. Total Unit Strength/Assigned. Report all personnel assigned by category (officer, enlisted, and civilian), regardless of duty status.

2.6.3. Total Unit Strength/Available. Report personnel who are confirmed available to report to duty station by category (officer, enlisted, and civilian).

2.6.4. Total Present for Duty. Report personnel who have physically reported for duty by category (officer, enlisted, and civilian). Civilians will be contacted during recalls but will not report to work unless directed by the Senior Staff.

2.6.5. Available Manpower. Report available manpower pool by category (officer, enlisted, and civilian).

2.7. Organizational Recall Rosters (Normal and Comm-OUT):

2.7.1. Organizational rosters will be updated biannually during *March* and *October* or when it is determined that significant personnel turnover has occurred.

2.7.1.1. Wing, Base, and tenant organizations will send a copy of their roster to CP, Security Police Operations (10 SPS/SPOL), and to the organization that is responsible for making notification to your organization during Pyramid Notification procedures.

2.7.1.2. Wing organizations will also send a copy of their roster to the 10th Air Base Wing Command Section (10 ABW/CCEA).

2.7.2. All organizations will ensure that the pyramid notification messages are incorporated within their rosters ([Attachment 6](#)).

2.7.3. Organizational recall rosters must clearly identify personnel who will be notified when COMM-OUT procedures are implemented.

2.7.4. Identify essential civilian personnel on roster.

2.7.5. Identify on the roster, a primary and alternate point of contact who are responsible for the roster composition.

3. CAT.

3.1. CAT Functions. CAT acts as the Survival Recovery Center for USAFA and directs actions to:

- 3.1.1. Maintain and support mission requirements during significant accidents/incidents on/off USAFA.
- 3.1.2. Assume a higher state of readiness.
- 3.1.3. Support mobility tasking.
- 3.1.4. Safeguard resources through security measures.
- 3.1.5. Maintain and disseminate significant information concerning activities affecting resources or mission.
- 3.1.6. Monitor contingency situations.

3.2. CAT Composition. See [Attachment 8](#).

3.3. CAT Members Responsibilities:

- 3.3.1. Upon activation, immediately activate their Unit Control Center (UCC) and report to the CAT Conference Room not later than R-Hour + 30 min.
- 3.3.2. Must be able to make decisions for their organization and be experienced in their functional areas. The CAT Director has the authority to replace CAT members who can not make decisions for their organization.
- 3.3.3. Be accountable for material within the CAT Emergency Actions Book (EAB) and CAT Master Readiness Checklists (MRC) that pertain to their organization. Modifications or corrections to the CAT EAB or MRC checklists will be provided to CP for incorporation.
- 3.3.4. Ensure UCC's have developed unit unique actions to ensure efficient accomplishment of tasks received from the CAT.
- 3.3.5. Provide a "CAT Appointment Memorandum" to CP, appointing a primary and alternate CAT representative in accordance with [Attachment 9](#). Members must possess a minimum security clearance of SECRET. Appointment memorandums will be updated 6 months from the date of the last memorandum received by CP. The unit security manager will verify the clearances of CAT members identified on the appointment memorandum by signing the memorandum prior to sending it to the CP. Memorandums not formatted in the correct manner will be sent back for correction.
- 3.3.6. The Exercise Evaluation Team Members will be granted access to the CAT through verification of security clearances from the ASCAS Roster. Any outside agency requesting entry into the CAT will be granted/denied permission from the CAT Coordinator.
- 3.3.7. Respond to actions given by the CAT Director or Coordinator.

4. CP:

- 4.1. Acts as the single C2 facility for the United States Air Force Academy under the direction of the Commander, 10th Air Base Wing, and services the USAFA DRU in the same capacity. As the commander's central agency for operations and C2, directs command actions on behalf of the commander. CP processes and implements Emergency Action Messages; functions as the base focal point for mission activities; coordinates responses to operations and emergencies; monitors unit resources commit-

ted to operational missions; reports force readiness according to guidelines in AFI 10-201; prepares, relays, and executes instructions to commit forces according to appropriate emergency action directives; and directs the Air Force Operational Reporting System according to AFI 10-206.

4.2. Maintains 24-hour connectivity with Senior Staff, Disaster Response Forces, and HQ USAF.

4.3. Coordinates and directs actions with on/off base agencies to ensure survivability of USAFA during Natural/manmade disasters.

5. Tenant Units:

5.1. Ensure support agreements are maintained which define level of service and operational reporting requirements. Agreements will be reviewed annually.

5.2. Designate a primary and alternate Command Representative (COMREP) to liaison with CP in accomplishing tenant mission objectives. COMREP appointment memorandums will be reviewed annually or upon change in personnel.

STEVE MARTIN, TSgt, USAF
Chief, USAFA Command Post, 10th Air Base Wing

Attachment 1

TERMINOLOGY

Terminology:

Base - Includes all personnel assigned to USAFA to include tenant units/agencies.

Base Recall - A Pyramid Notification to all military and civilian personnel to report to their duty stations.

- EXERCISE: Nonessential civilian personnel will report at normal duty time.

Crisis Action Team (CAT) - Key personnel from USAFA that direct emergency and contingency operations.

CAT Conference Room - Designated facility used by key personnel during emergencies or contingency operations. Located adjacent to the CP.

CAT Coordinator - Individual appointed by the CAT Director to assist in the operation of the CAT.

CAT Director - Commander, 10th Air Base Wing or designated representative. Activates and directs CAT operations, initiates pyramid notifications, and apprises the senior staff of actions taken.

Disaster Response Force - Personnel that respond to any accident or incident to assist in disaster recovery efforts.

Essential Civilian Personnel - Civilian personnel that are required during emergency or contingency operations.

Key Personnel - The CAT Director and designated directorate-level commanders required for all emergency or contingency situations.

On-Scene Commander (OSC) - Designated by the CAT Director to direct the Disaster Response Force during disaster operations.

Manpower Pool - Those personnel who are not in wartime required positions.

Pyramid Notification - A notification process that initiates at the head of an organization and disseminates throughout an organization exponentially.

Pyramid Notification Message - Instructions sent by the Senior Staff via CP to USAFA agencies.

Reference Hour (R-Hour) - The initiation time of pyramid notifications as determined by the Senior Staff.

Senior Staff - The Superintendent; Vice Superintendent; Commander, 10th Air Base Wing; Commander, 34th Training Wing; Dean of the Faculty, and Director of Athletics.

Telephone Stand-by - A Pyramid Notification Message used to contact personnel by telephonic means to ensure their availability for recall. Personnel will complete pyramid notifications and remain on telephone standby. Telephone standby may be implemented Base or Wing wide.

Wing - All organizations assigned to the 10th Air Base Wing.

Wing Recall - A Pyramid Notification to all military and civilian personnel to report to their duty stations.

EXERCISE: Nonessential civilian personnel will report at normal duty time.

Attachment 2

SIGNIFICANT EVENTS OR INCIDENTS

A2.1. Mishaps: - Significant military aircraft damage exceeding \$1K.

- Aero club aircraft accident, mishaps, emergencies, or unusual occurrences.
- Aircraft ground fire.
- Aircraft canopy loss (Beeline for in-flight loss).
- Cargo/fuel jettisoning or dropped object.
- Any engine failure, flameout, or shutdown except during ground mx runs.
- Airborne weather phenomena causing aircraft damage, aircrew injury, or temporary loss of flight control.
- Civil aircraft mishap on Air Force property or in air space controlled by AF air traffic control facility.
- Ground mishaps involving military personnel or line-of-duty AF civilians with serious injuries and (or) deaths (including non-AF personnel).
- Significant physiological incidents (requiring hospitalization, aircraft diversion, or other unusual circumstances). Minor cases of airsickness should be reported through safety channels.

A2.2. Ground Accidents/Incidents: - \$50,000 or more property damage.

- Any loss, escape, or spillage of dangerous material or environmental pollutant that causes loss of life or endangers any location.
- Any ammunition or explosive mishap that causes casualties or serious property damage.
- Any DoD or DoE motor vehicle convoy of classified or nuclear material, N2O4, or LF2, being diverted which requires temporary storage on AF installation.
- A ground mishap that causes five or more disabling injuries/fatalities; or caused \$50,000 or more in property damage.
- Deliberate or accidental discharge of a small arms weapon which results in injury or death.

A2.3. Aircraft and Missile Operations: - Accident causing civilian casualties or damage to civilian or military property.

- Class A accidents, combat losses, or missing aircraft.
- Border violation or foreign clearance violation.
- Objects dropped from AF aircraft if casualties, property damage, or adverse publicity is likely.
- Events seriously affecting accomplishment of an airlift mission or other operation of special interest to the CSAF.
- Aircraft grounding or major flight restriction.
- Hijacking of any military aircraft or any civilian aircraft involving military resources.

- Any armed attack or harassment against US forces or interest.
- Midair collision, military/military or military/civilian aircraft incidents.
- Near miss involving civilian/military aircraft.
- Any event/incident involving a new weapon/weapon system.
- Overwater navigational errors of 25 nautical miles or more.
- Satellite failure/malfunctions that significantly degrade performance of the satellite.
- Unscheduled landing of nonallied aircraft at US military bases.
- Operational event/incident, unconfirmed or actual, that may result in unusual interest by international, national or local news media.

A2.4. Nuclear Events: - Accidental, unauthorized, or other unexplained incident involving possible detonation of a nuclear weapon by US forces which could create the risk of outbreak of nuclear war.

- An accidental, unauthorized detonation/possible detonation of a nuclear weapon (not a war risk); non-nuclear detonation or burning of a nuclear weapon, radioactive contamination; or public hazard, actual or implied, due to nuclear weapons.
- Any other significant event involving nuclear weapons.
- Operations involving the emergency destruction of nuclear weapons.
- Operations involving the emergency evacuation of nuclear weapons.
- Any nuclear reactor/radiological mishap that causes casualties, property damage, or significant release of radiological material.
- Other nuclear reactor/radiological mishaps.

A2.5. Bomb Threat: - When an explosive device is found or an explosion occurs.

- Bomb threat in or near a nuclear storage area.

A2.6. Hostile Actions: - Chemical or biological on or near an AF installation.

- Ground/air attack using conventional/nuclear weapons on or near an AF installation.
- Any armed attack or harassment against US forces/interests.
- Any DAF personnel captured by a foreign government.
- Enemy encounters of unusual nature or significant size.
- Hostile aircraft overflight.
- Degraded combat capability or heavy losses.
- Significant damage; operations resulting in damage to AF installations.
- Potential terrorist attack; any intelligence information that warrants increased state of readiness.

A2.7. Terrorist Activity: - Hostage Situation - Any DAF personnel taken hostage by terrorists.

- Sabotage - Against USAF resources which would adversely affect the operational capability of any USAF unit
- Seizure - Of Nuclear Weapons.
- Terrorist Attack - Any hostile attack or harassment on USAF installations or personnel.
- Terrorist Threat Condition Status - Any change in THREATCON status.
- Covered Wagon - All probable or actual hostile incidents involving USAF priority resources.

A2.8. Civil Disturbance: - Civil Disturbance or Disorder - Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on an AF facility that may cause national news coverage.

- Civil Disorders - Where AF assistance is requested.
- Other Disturbances - That may impair operational readiness.
- Diversion of Classified Material - Any DoD convoy of classified material diverted from its destination due to natural disasters, civil disorders, or other emergencies, and requiring temporary storage at an AF installation.
- Malicious Acts - Resulting in significant damage to resources.
- Major Racial Incident - Involving death, arson, injury requiring medical confinement, property damage more than \$500, a group presentation of demands, or defiance of authority.

A2.9. Property Damage: - Damage to AF property of facilities exceeding \$1K.

A2.10. Natural Disasters: - An earthquake, flood, hurricane, lightning strike, snow storm, tornado, volcanic eruption, or any other natural phenomenon that may impair the operational capability of any AF activity.

- Aircraft evacuation.

A2.11. Political Events: - Aircraft Border Violation.

- Anti-US Demonstrations.
- Challenge of US Authority.
- Coups.
- Defections is when a citizen of any foreign nation attempts to defect to US through a USAF facility.
- Landing of Unfriendly Aircraft.
- Noncompliance with Foreign Clearance Guide or International Agreement.
- Any incident that may arouse Congressional interest.
- Operational event/incident, unconfirmed or actual, that may result in unusual interest by international, national, or local news media.

A2.12. Mission Impact: - Utility and (or) power interruption.

- Potential or actual work stoppage or strikes involving civilian contractors.

- Civil riots or demonstrations on or near base. Any information indicating a potential demonstration.
- Severe inclement weather.
- Unplanned base closure.
- Bomb threats.
- Incidents that cause, or have the potential to cause suspension, curtailment, or transfer of training as outlined in AETC Plan 401.

A2.13. Criminal Activity: - Discharge of a firearm on base or gunshot incidents off base involving AF personnel.

- Escape of prisoners from AF confinement facilities (not including correctional custody trainees).
- Arson.
- Theft of personal property on base exceeding \$1K.
- Aggravated assault.
- Forgery.
- Murder and manslaughter.
- Military personnel involved in riots, demonstrations, or breach of peace.
- Theft of firearms.
- Robbery/armed robbery.
- Theft of government drugs.
- Vandalism, criminal destruction, or malicious action resulting in \$1K damage or sensitive in nature.
- Larceny of mail.
- Serious accident, crimes, or incidents, involving US military/civilians that may impact on international relations or create high-level military/political interest.
- Serious crimes/incidents that may involve exercise of domestic or foreign jurisdiction over AF personnel/dependents or that may result in extensive news media/congressional interest.
- Crimes/incidents that may result in news media interest or could be prejudicial or embarrassing to USAF.
- Any criminal activity affecting the operational capability of a unit.
- The theft of dangerous material (missile propellants, poisonous chemicals, munitions, toxic corrosive chemicals, explosives, etc.) or environmental pollutant.

A2.14. Drugs: - Report serious incidents of drug abuse (use, sale, illegal transfer, etc.) involving military members or dependents.

- Arrest of a group (10 or more) involved in the sale or transfer of drugs.
- Seizure of drugs, by civil or military agents, both on or off base, with an estimated street value in excess of \$10,000.

- Hospitalization or death of an active duty member because of drug involvement or if a senior military officer (Lt Col or above), DAF civilian (GS-14 and above), or an AF Academy cadet is involved in the sale, transfer, or use of drugs.

A2.15. Adverse Publicity: - Any military situation that may cause adverse public opinion or coverage by any news organization (ex: criminal activity in a military organization base, impact on the public or negative public opinion).

- Any event that may cause public or official embarrassment to the AF, command, commander, or other key personnel.

A2.16. Personnel Issues: - Suicide and attempted suicide or unexpected or unexplained death of active duty personnel.

- Alleged maltreatment of airmen.
- Irregularities and mismanagement of nonappropriated funds.
- Public education issues affecting military personnel or dependents.
- Officer misconduct. (Especially any confinement, arrest, apprehension, or drug or alcohol involvement).

A2.17. Injuries and Deaths: - Any mishap which results in injury or death of a Code 3 VIP or higher.

- An active duty General Officer dying, reported captured, or declared missing.
- Any duty related military or civilian fatality resulting from training events, combat/noncombat operational activities/incidents, or accidents/mishaps.
- Death of non-AF GO or admiral on a USAF installation/aircraft; an incumbent squadron or above commander; or Secretary, Deputy Secretary, or Under Secretary of the AF.
- Death from chronic illness for USAF GOs and the Secretaries.
- Any USAF-related fatality, regardless of person's rank or circumstances if unusual in nature or newsworthy. Such a nature that it could have a mission impact or create unusual interest or reaction by the media or public.
- A medical situation involving a marked increase of a disease among AF personnel or any disease incident of potential significance which may prevent mission accomplishment.

A2.18. Communication/Computer: - Unscheduled comm-computer or navigational outages impacting the mission. Identify circuit, facility, time of failure, summary of the problem, and ETRO. Follow up required when operational.

- Air Traffic Control and Landing System (ATCALS) and weather equipment outages causing a training sortie to be delayed, diverted, or canceled. Outages resulting in base isolation from message traffic for more than 6 hours when the commander determines it has a mission impact.
- Standard Base Level Computer (SBLC) outages resulting in loss of on-line user service for more than 8 hours and the commander determines it has a mission impact.
- Telephone outages isolating the base for more than 30 minutes.

- Communications outages (12 hours or more) impacting the ability of the weather unit to provide adequate advisory or warning support for flying operations or resource protection.

A2.19. Compromise of Classified Information: - Confirmed/suspected compromise or unauthorized release of any category of US classified information where a foreign government/agent is in-involved.

- Confirmed compromise or unauthorized release of Top Secret information.
- Confirmed compromise or unauthorized release of any category of classified information that may appear in the news media.

A2.20. Inspections: - Unsatisfactory Mission Capability Inspection (MCI), Quality Air Force Assessment (QAFA), Nuclear Surety Inspections (NSI), or Operational Readiness Inspection (ORI).

A2.21. Miscellaneous: - Class III fuel spills/aircraft fuel contamination.

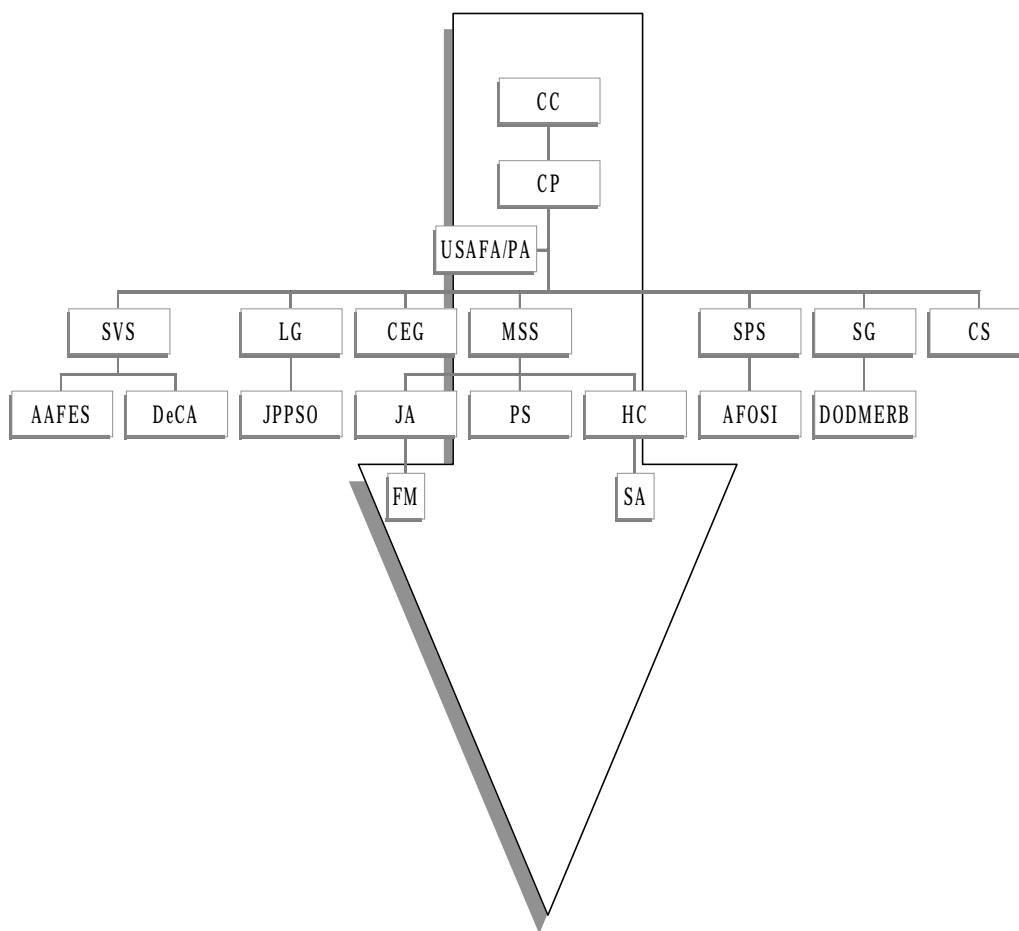
- Requests for assistance by civilian law enforcement officials which is beyond local approval authority-include info required by AFI 10-801.
- MEDEVAC/MERCY assistance. Requests for lifesaving transportation of civilians.
- Aircraft overdue at destination or compulsory reporting point by 30 minutes and location cannot be established.
- Unusual incidents involving aircrew or passengers aboard AETC aircraft or incidents causing aircrew or pax injuries
- Cargo or fuel jettisoning.
- Missed drop zone (DZ) airdrops.
- Loss of firearms.
- Aircraft scramble for chase or active air defense purposes.
- Unusual or serious aircraft emergencies and incidents not serious enough to be classified as mishaps but, in the opinion of the unit commander, should be reported to the AETC Commander or staff. Include type of aircraft, complete tail number, unit of assignment, and mission.

*Recurring or persistent problems affecting flight operations, training, or other missions.

Attachment 3

WING PYRAMID NOTIFICATION

This diagram identifies the flow of information to Wing agencies for event/incident notification or recall of Wing personnel.

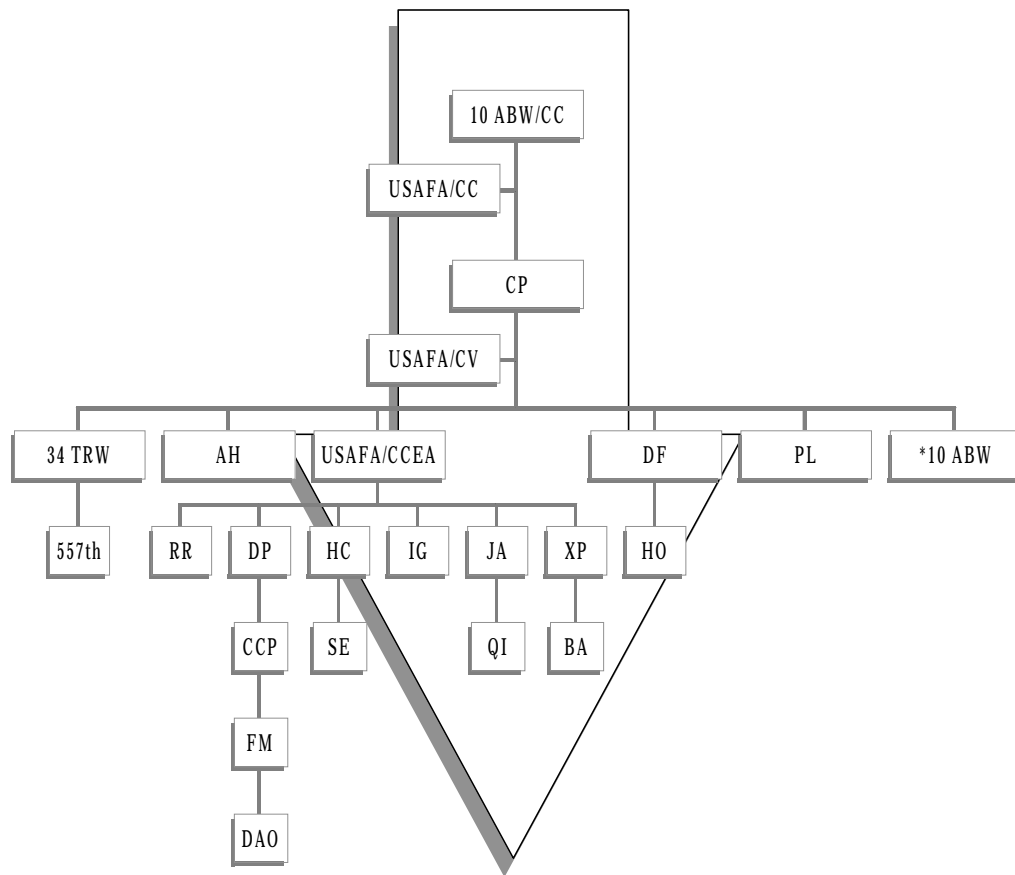


- CP will notify USAFA/PA, 10 SVS, 10 ABW/LG, 10 CEG, 10 MSS, 10 SPS, 10 SG, and 10 CS.
- 10 SVS, 10 ABW/LG, 10 MSS, 10 SPS and 10 SG will in-turn notify agencies listed below them.
- 10 ABW/JA and 10 ABW/HC will in-turn notify agencies listed below them.

Attachment 4

BASE PYRAMID NOTIFICATION

This diagram identifies the flow of information to HQ USAFA agencies for event/incident notification or base-wide recall of personnel.



- CP will notify USAFA/CV, 34 TRW, USAFA/AH, USAFA/CCEA, USAFA/DF, USAFA/PL, and 10 ABW.
- The 34 TRW, USAFA/CCEA, USAFA/DF will in-turn notify agencies below them.
- USAFA/DP, USAFA/HC, USAFA/IG, USAFA/JA, and USAFA/XP will in-turn notify the agencies below them.
- USAFA/CCP in-turn will notify USAFA/FM.
- USAFA/FM will in-turn notify DAO.
 - Refer to Wing Alerting Diagram (attachment 3)

Attachment 5

STANDBY MEMORANDUM

(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: (YOUR ORGANIZATION)

SUBJECT: Unit Standby Memorandum

The following personnel are appointed as primary and alternate after duty hours Points of Contact for (Organization).

| NAME | RANK | SSN | DUTY PHONE | HOME PHONE | CELLULAR # | PAG- ER# |
|-------------------|--------|-------------|---------------|---------------|---------------|-------------|
| DOE, JOHN | Col | 123-45-6789 | XXXX | XXX-XXXX | 338-XXXX | XXXX |
| SMITH, JANE L. | Lt Col | 456-78-9123 | XXXX | XXX-XXXX | 338-XXXX | XXXX |
| DOE, JANE P. | SSgt | 789-12-3456 | XXXX | XXX-XXXX | NONE | NONE |

Signature Block of Director (2-Letter)

FOR OFFICIAL USE ONLY

Memorandum contains Privacy Act Material. Maintain and Destroy in accordance with AFI 37-132.

Attachment 6

PYRAMID NOTIFICATION MESSAGES

WING RECALL:

This is the USAFA Command Post with a pyramid notification. The Commander has implemented (*exercise*) Wing

Recall. Complete your pyramid notifications. R-Hour is _____local.

(*Exercise: Nonessential civilian personnel will report at normal duty time.)

BASE RECALL:

This is the USAFA Command Post with a pyramid notification. The Superintendent has implemented (*exercise*)

Base Recall. Complete your pyramid notification. R-Hour is _____local.

(*Exercise: Nonessential civilian personnel will report at normal duty time.)

TELEPHONE STANDBY:

This is the USAFA Command Post with a pyramid notification. The Commander, 10th Air Base Wing has implemented telephone standby. Complete your pyramid notification and remain on telephone standby.

R-Hour is _____local.

When notified of a pyramid notification message:

- Record the time notified.
- Complete pyramid notification actions.
- Exercise: Nonessential civilian personnel will report at normal duty time.

Attachment 7

RECALL STRENGTH REPORTING SCHEDULE

A7.1. Unit Reporting Schedule to PRC:

A7.1.1. 1st report due at R-Hour plus 1 hour and 30 minutes (R+1:30).

A7.1.2. 2nd report due at R-Hour plus 2 hours and 30 minutes (R+2:30).

A7.1.3. 3rd report due at R-Hour plus 3 hours and 30 minutes (R+3:30).

A7.1.4. Submit strength report at R-Hour plus 11 hours and 30 minutes (R+11:30), and every 12 hours thereafter until all personnel (excluding those on leave or TDY) are accounted for.

A7.2. PRC Reporting Schedule for the CAT:

A7.2.1. Strength reports will be submitted at R+1:45, R+2:45, R+3:45, and every 12 hours thereafter.

A7.2.2. The report will identify total unit assigned and available strength, total present for duty, and total available for the manpower pool.

Attachment 8

CAT COMPOSITION

A8.1. The Following Agencies are *Primary Agencies* Assigned to the CAT and will Always Respond:

A8.1.1. HQ USAFA. 34th Training Wing, Athletics, Dean of the Faculty, Preparatory School, Public Affairs, and Safety.

A8.1.2. Air Base Wing. Financial Management, Chaplain, Judge Advocate, and Logistics Division.

A8.1.2.1. 10th Civil Engineer Group and Readiness Flight.

A8.1.2.2. 10th Communications Squadron.

A8.1.2.3. 10th Medical Group.

A8.1.2.4. 10th Mission Support Squadron.

A8.1.2.5. 10th Security Police Squadron.

A8.1.2.6. 10th Services Squadron.

A8.2. The Following Agencies are *Secondary Agencies* Assigned to the CAT and will Respond Upon Direction of the CAT Director:

A8.2.1. AFOSI Det 404.

A8.2.2. 34th Operations Support Squadron - Weather Flight.

A8.2.3. 557th Flying Training Squadron.

Attachment 9

APPOINTMENT MEMORANDUM

(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: *(Your organization as identified in attachment 8, not the office symbol preparing the memorandum)*

SUBJECT: Crisis Action Team (CAT) Memorandum of Appointment

The following personnel are appointed as primary and alternate representatives and are authorized entry to the CAT:

| NAME | RANK CLEAR- ANCE | SSN PHONE | SECURITY PHONE | DUTY | HOME |
|----------------|------------------------|--------------|-------------------|------|----------|
| DOE, JOHN | Col | 123-45-6789 | TOP SECRET | XXXX | XXX-XXXX |
| SMITH, JANE L. | Lt Col | 456-78-9123 | SECRET | XXXX | XXX-XXXX |
| DOE, JANE P. | SSgt | 789-12-3456 | TOP SECRET | XXXX | XXX-XXXX |

| PAGER# | CELLULAR# | CAT POSITION |
|--------|-----------|--------------|
| 1234 | 338-XXXX | Primary |
| 2345 | 338-XXXX | Alternate |
| NONE | NONE | Alternate |

Signature Block of Director (2-Letter)

(DATE)

SECURITY CLEARANCES VERIFIED

Signature Block of Unit Security Manager

FOR OFFICIAL USE ONLY

Memorandum contains Privacy Act Material. Maintain and destroy in accordance with AFI 37-132.